December 3, 2019

Mr. Joseph Ratcliffe MuckRock Dept. MR 82581 411A Highland Ave. Somerville, MD 02144

82581-20566836@requests.muckrock.com

Dear Mr. Ratcliffe:

This letter serves as acknowledgment of your Freedom of Information Act (FOIA) request received by the Department of Commerce (Department), International Trade Administration (ITA). Your FOIA request has been assigned FOIA tracking number DOC-ITA-2020-000332. Please reference the tracking number on all communications regarding this request. You requested:

Memoranda, policies, rules, guidelines, and procedural manuals that mention Winnie the Pooh or both Winnie the Pooh and Chinese President Xi Jinping.

For the purpose of assessing fees on this FOIA request, you are being considered a "media" requestor. Requesters in this category are charged for duplication only.

If you have any questions or concerns or would like to discuss any aspect of your request, you may contact, Michael Ferrari, FOIA Analyst, at 202-482-0395 or Michael Ferrari@trade.gov.

You may also contact ITA's FOIA Public Liaison, using the following information:

Victor E. Powers
Director, Management Operations Division
Office of the Chief Financial and Administrative Officer
International Trade Administration
1401 Constitution Avenue, N.W., Room 40003
Washington, D.C. 20230
(202) 482-5435, foia@trade.gov

In addition, you may seek FOIA mediation services offered by the National Archives and Records Administration, Office of Government Information Services (OGIS). You may contact OGIS using the following information:



Office of Government Information Services National Archives and Records Administration 8601 Adelphi Road-OGIS College Park, MD 20740-6001 +1.202.741.5770 or toll free, +1.877.684.6448

facsimile: +1.202.741.5769; email: ogis@nara.gov

Sincerely,

Michael Junav Michael Ferrari, Esq.

FOIA Analyst

International Trade Administration